

PeopleSoft Portal Self-Service

Updating 'Highest Education Level', 'Ethnic Group', and 'Military Status'


From your Portal Page, click on Modify Personal Info.

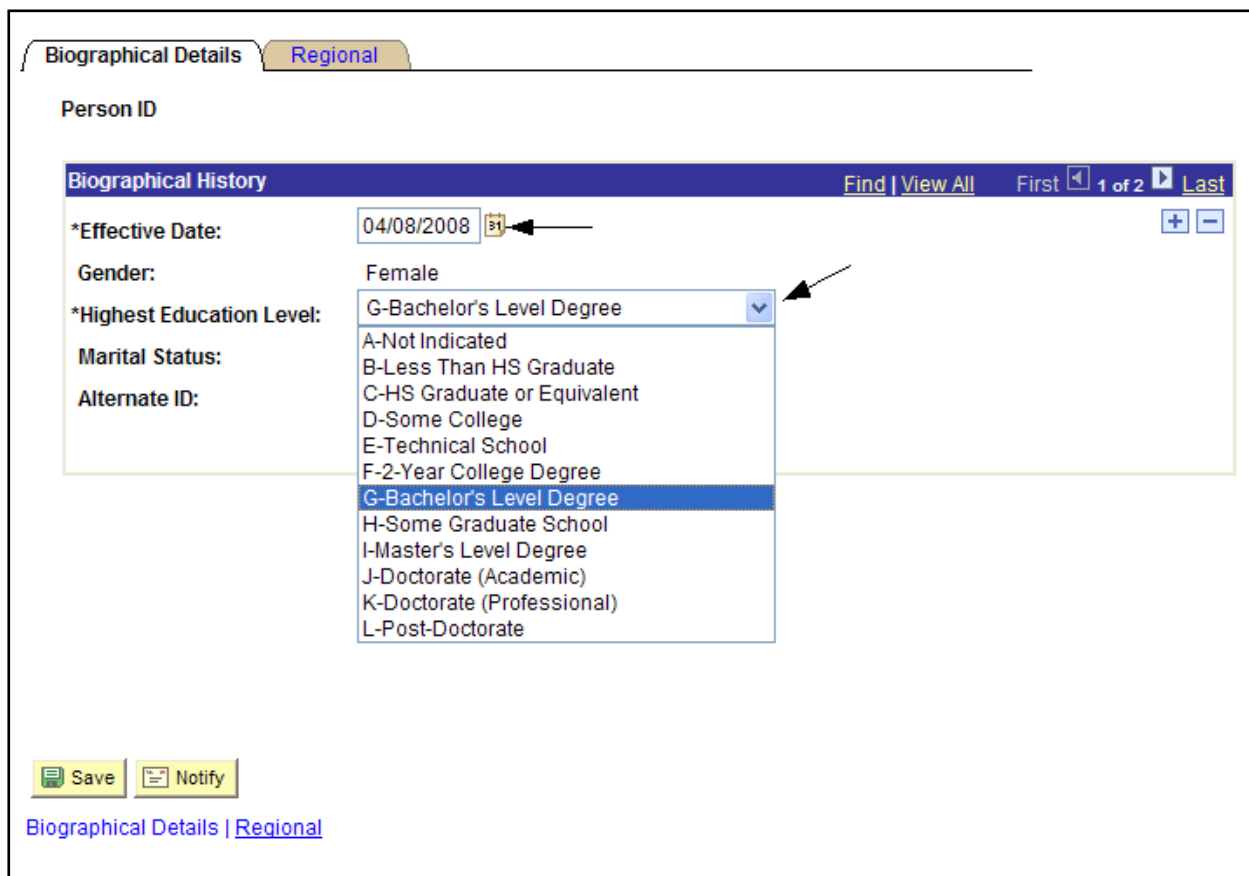


The following screen will appear. To update your Highest Education Level, you will need to add a row by clicking on the plus sign.

The screenshot shows the 'Biographical Details' screen with the 'Regional' tab selected. The 'Person ID' field is visible. Below it, the 'Biographical History' section has a table with one row. The table has columns for 'Effective Date', 'Gender', 'Highest Education Level', 'Marital Status', and 'Alternate ID'. The current row shows '03/01/2008', 'Female', 'G-Bachelor's Level Degree', 'Married', and an unchecked 'Full-Time Student' checkbox. A plus sign icon is located to the right of the table, and an arrow points to it.

Effective Date	Gender	Highest Education Level	Marital Status	Alternate ID
03/01/2008	Female	G-Bachelor's Level Degree	Married	<input type="checkbox"/> Full-Time Student

After you have added a row, enter the effective date that your change took place, this date should be within the current month. Then click on the drop down box and choose the correct education level you have completed. If this is all your changes, you may now save by clicking on the  button.



Biographical History

Find | View All First 1 of 2 Last

*Effective Date: 04/08/2008

Gender: Female

*Highest Education Level: G-Bachelor's Level Degree

Marital Status:

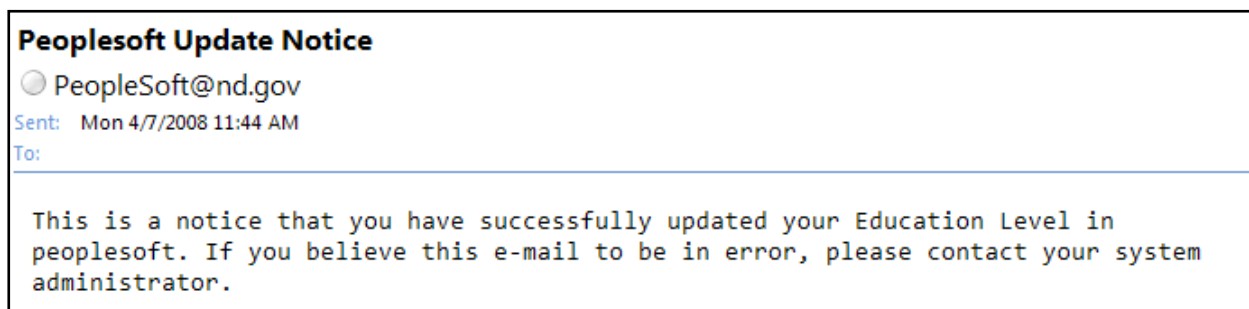
Alternate ID:

A-Not Indicated
B-Less Than HS Graduate
C-HS Graduate or Equivalent
D-Some College
E-Technical School
F-2-Year College Degree
G-Bachelor's Level Degree
H-Some Graduate School
I-Master's Level Degree
J-Doctorate (Academic)
K-Doctorate (Professional)
L-Post-Doctorate

Save Notify

Biographical Details | Regional

Once you have saved your information, you will receive an e-mail notification that you have updated your record.



Peoplesoft Update Notice


PeopleSoft@nd.gov

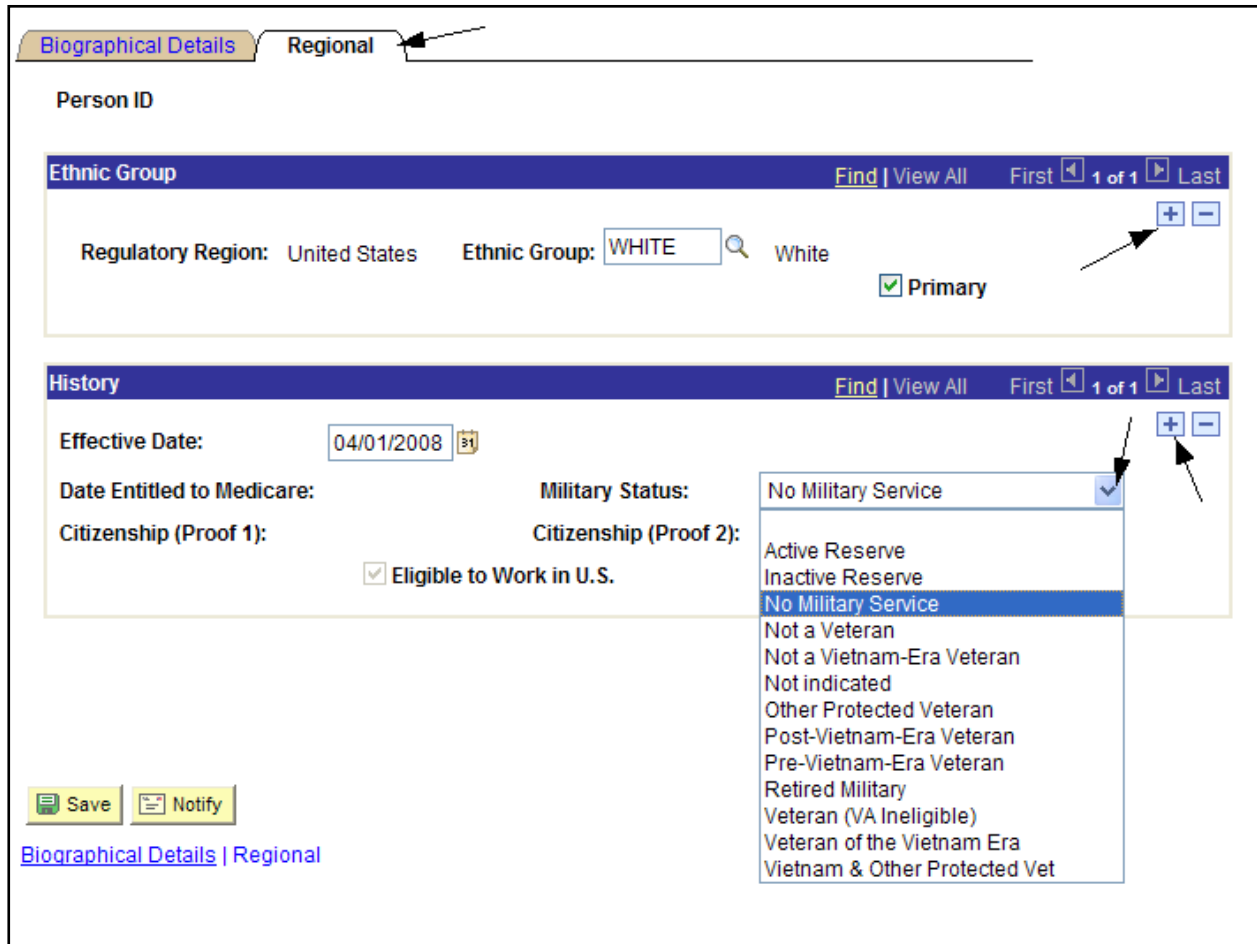
Sent: Mon 4/7/2008 11:44 AM

To:

This is a notice that you have successfully updated your Education Level in peoplesoft. If you believe this e-mail to be in error, please contact your system administrator.

To make changes to your Ethnic Group, click on the Regional tab, add a row, and make the change.



To make a change to Military Status, add a row; enter the effective date that your change took place; this date should be within the current month. Then click on the drop down box and choose the correct status. You may now save by clicking on the  button.



Biographical Details **Regional**


Person ID



Ethnic Group Find | View All First 1 of 1 Last

Regulatory Region: United States Ethnic Group: WHITE White  



☒ Primary

History Find | View All First 1 of 1 Last

Effective Date: 04/01/2008 

Date Entitled to Medicare: Military Status: No Military Service  

Citizenship (Proof 1): ☒ Eligible to Work in U.S. Citizenship (Proof 2):

[Biographical Details](#) | [Regional](#)

- No Military Service
- Active Reserve
- Inactive Reserve
- No Military Service
- Not a Veteran
- Not a Vietnam-Era Veteran
- Not indicated
- Other Protected Veteran
- Post-Vietnam-Era Veteran
- Pre-Vietnam-Era Veteran
- Retired Military
- Veteran (VA Ineligible)
- Veteran of the Vietnam Era
- Vietnam & Other Protected Vet